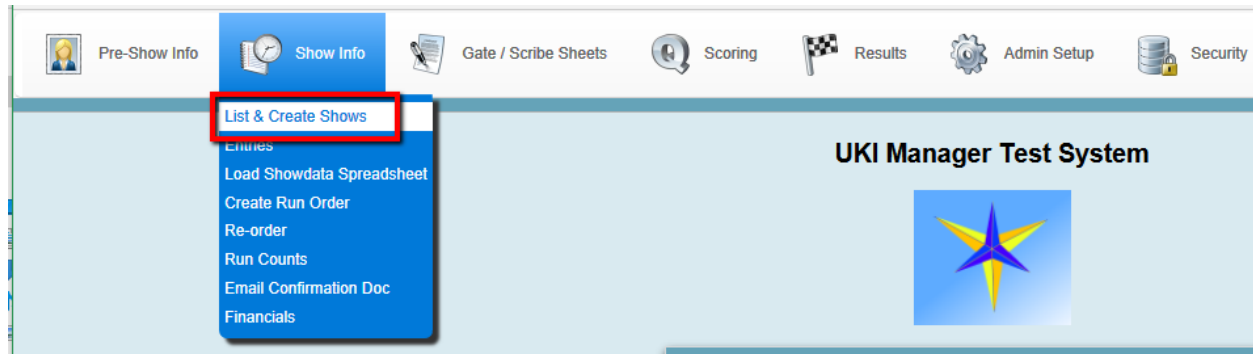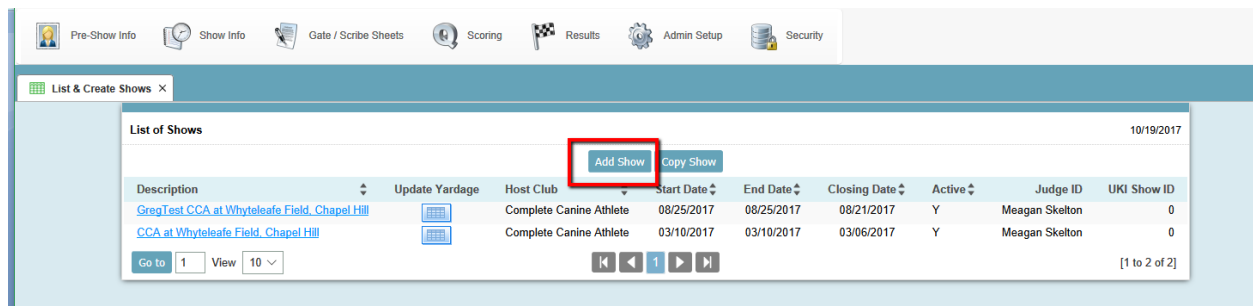# Creating the show

Choose Show Info > List & Create Shows

Click Add Show to add your show.

Add all the show details and click Save. Note if you need to add a new Judge, you can use the Edit button next to the Judge field.

The Show ID must match the value from the ShowData spreadsheet from UKI. This is used for importing the spreadsheet, and for creating the results spreadsheet to send back to UKI.

After clicking Save, you will get a reminder that you need to add the Classes that you are offering

This site says...

After adding a new show, use the Show Classes section in this form to add your show's classes

OK
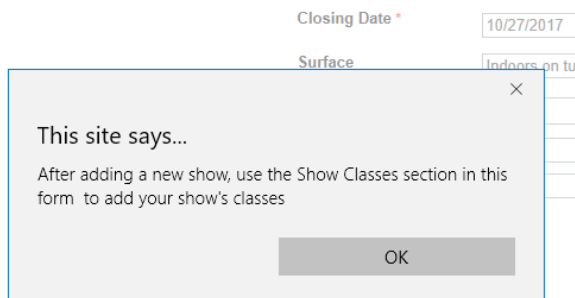
Scroll down in the Show Data page to find the Classes. Start by clicking the Add New

Click the checkmark to save the class and then you will be able to add another.

Add as many classes as are offered. If you are accepting Online entries from UKI, you will need to make sure the classes you configure here match what was available on UKI's website. This is used when importing the spreadsheet. The "Combine B/N & S/C" checkbox will be on by default and likely will stay that way. This means you will be running the same courses for Beginning and Novice, as well as Senior and Champ. If for some class you had different courses, you could uncheck this.

You can now close the Shows tab if desired. It doesn't hurt to leave this open.

Paper Entries

After creating your show, you can now begin accepting entries that were mailed to you.

Initially you will get a screen that tells you no entries have been created. Click the Add Entry button to begin.

If this is your first time using the program, you will not have any Handlers listed. Click the Edit button next to the Handler name to add a new person (Note, you can also add Handlers from the menu Preshow Info > Handlers & Dogs)

You will get a popup window, and here you can update handler info, or click Add New to create a new handler. After entering the information for the handler, clicking the "Add" button will open up the section to add their dog(s).

Enter the dog's information and again you click the checkmark to save this and have the opportunity to add another dog.

Handler - Microsoft Edge

ukimanager.com/UKIManager/form_handlers

Handler   10/19/2017

Save   Delete   Exit

UKI Number *   7899   First Name *   Katrina

Last Name *   Scott   Address

City   State

Zip   Email   skyeboy1@gmail.com   Email

Phone   Cellphone

Dogs

Add New

	UKI Dog # *	Name *	Registered Name	Breed	Default Height
🗑 ✏	8766	Ice		Border Collie	Select - 16 inch
✔ ✕					(select)

* Required field(s)

Go to [ ] |◄ ◄   15 16 17 18 19 ► ►| [19 of 19]

When done here, you can just close this window or click the "Exit" button to close it.

Now you are back in the Entries page, and you can select the person you just added. Put the information in for this entry, and when you click Save, the program will copy in their dogs.

Here you will use the Details link to specify which classes they are entering for this dog. Clicking on "Details" will bring up another page with the classes you have specified for your show, and the levels that you are offering.

Select the checkboxes based on the paper entry and then click the Save button. Click Close to close this window.
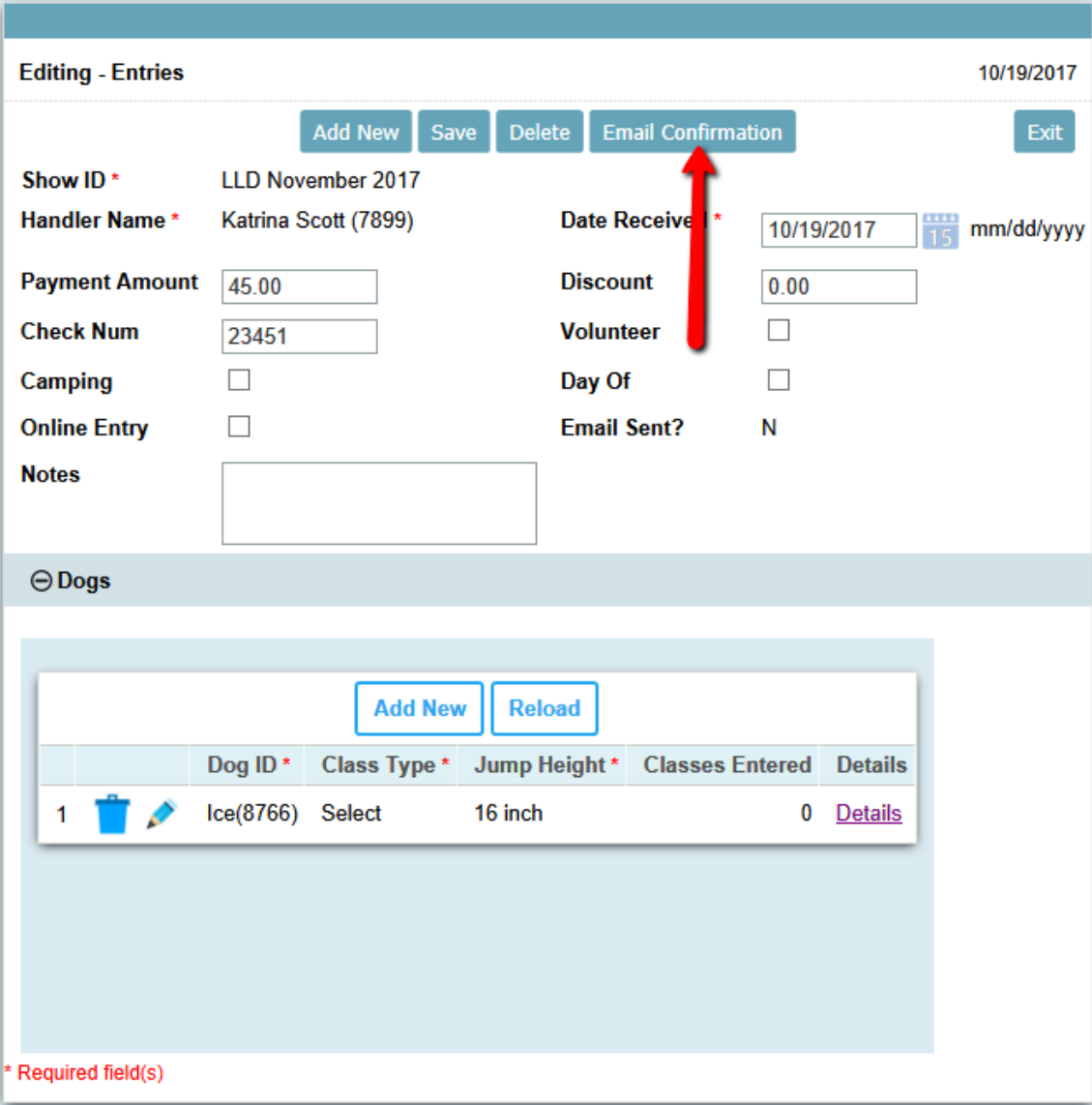
You can now send an email confirmation to this handler for their entry by clicking on the "Email Confirmation" button.

Editing - Entries				10/19/2017

Add New **Save** **Delete** **Email Confirmation** **Exit**

Show ID *	LLD November 2017
Handler Name *	Katrina Scott (7899)

Date Received * 10/19/2017 📅 15 mm/dd/yyyy

Payment Amount	45.00
Check Num	23451
Camping	☐
Online Entry	☐
Notes	

Discount	0.00
Volunteer	☐
Day Of	☐
Email Sent?	N

⊖ **Dogs**

Add New **Reload**

		Dog ID *	Class Type *	Jump Height *	Classes Entered	Details
1	🗑 ✏	Ice(8766)	Select	16 inch	0	Details

* Required field(s)

If you have additional entries to create, you can stay on this page and click the "Add New" button. If you click Exit here, you will go back to the summary of entries.

The entries summary shows who is entered in your show, whether they are an online entry or not, and if you have sent them a confirmation (no need to send confirmation for online entries).

Click on their name to change any of the details of their entry – ie, you send a confirmation and they tell you that their dog is entered in the wrong height, or wrong classes.

Default Show

The default show just saves you from having to select it every time on other search pages. If I set the show here, for example, I don't have to reselect it on the Entries page.

Thus on the Entries page, your show defaults in, and just click Search
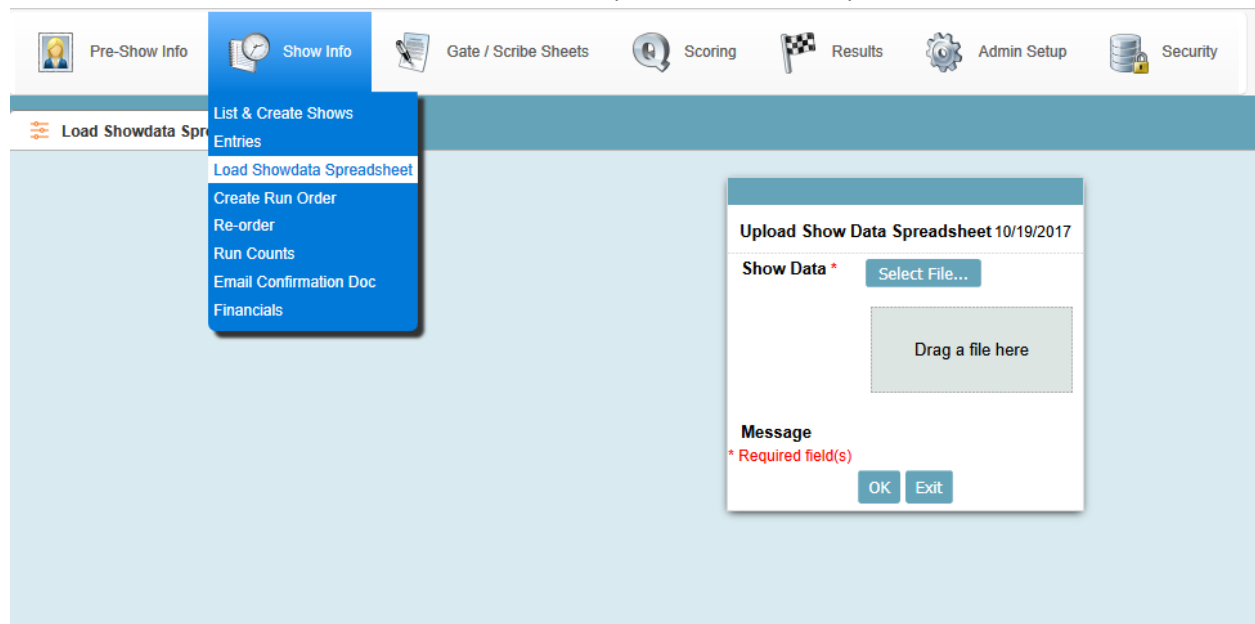
Loading Online Entries

When UKI sends you the ShowData spreadsheet, you will upload that into the database to create entries for those who entered online.

This is done from the Show Info > Load Showdata Spreadsheet menu option.

There are a number of validations that will take place when you load your spreadsheet.

First as mentioned previously, the Show Number from the spreadsheet must match the UKI Show ID in your show setup.

Then the classes you have setup must match those that are found in the spreadsheet.

Also, the system will check to see if any scores have been entered against the show, and if so, will prevent you from loading the spreadsheet, since you would have already done it.

Handlers and dogs that are not found in the database will be added automatically from the spreadsheet.